

**SECRET***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 10 February 1955

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report (31 January 1955 to 4 February 1955)

1. GENERAL

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b. Special Truck Runs (New Item - Completed)

Two non-scheduled truck runs were made during the week as follows:

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(1) On 3 February 1955, 4,000 pounds of machinery were moved from [REDACTED]

(2) A second trip was made [REDACTED] during the week to deliver 12,000 pounds of general cargo.

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c. Movement of Agency Records Center [REDACTED] (New Item - Continued)

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25X1A

Plans have been completed and arrangements made for the movement of the Agency Records Center from [REDACTED] to [REDACTED]. Actual implementation of the plan began on Friday, 4 February 1955, when the first two truckloads of shelving were delivered to the new building [REDACTED]

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2. PROJECTS AND STUDIES IN PROCESS

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a. Headquarters [REDACTED] Regulations on Motor Vehicle Accidents (Continued Item)

A draft of the Headquarters Regulation has been completed and is in the process of informal collaboration. [REDACTED]

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- b. Headquarters [redacted] Regulations on Preparation and Submission of Tables of Vehicular Allowances, [redacted]  
(Continued Item)

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These regulations are currently in the process of formal coordination.

- c. Requests for Vehicle Actions (New Item - Completed)

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\_\_\_\_\_ requests processed during this reporting period.

- d. Survey of Motor Vehicle Operations  (New Item - Completed)

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Two representatives of this office surveyed the vehicle operations at Project [ ] during the period 17 to 21 January 1955. A report of this inspection has been prepared and submitted through the Chief of Logistics to the Director of Training. This report contains recommended action to improve motor vehicle operations at this installation and correct deficiencies which were found to exist.

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### 3. OTHER ITEMS OF INTEREST

- a. Air Shipments (New Item - Completed

Twenty air shipments, weighing a total of 1,275 pounds, were made as follows:

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[illegible]

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b. Railway Express Shipments (New Item - Completed)

Only one shipment was made by Railway Express during the week. This shipment consisted of 75 pounds of office equipment which was shipped [redacted]

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c. Bus Transportation for Agency Personnel (New Item - Completed)

Arrangements were made to provide Agency bus transportation service for three separate groups of Agency personnel. These services included:

(1) Transportation for fifteen persons from [redacted] N.W., to the Office of the Chief, Signal Officer, [redacted] and return. This bus left the point of origin at 0845 hours and returned at 1130 hours.

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(2) On 1 and 2 February 1955, fifteen persons were transported from [redacted] to the South Agriculture Building and left the point of origin at 0815 hours and returned at 1200 hours.

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(3) A second Agency bus transported twelve personnel from Central Building to the South Agriculture Building on 1 and 2 February 1955. This bus left the point of origin at 0800 hours and returned at 1210 hours.

d. Safety Training Program for Drivers (New Item - Completed)

Arrangements for a Safety Training Program for Drivers was discussed with the Agency Safety Officer. A program suitable for presentation to all drivers assigned to this Division, as well as drivers assigned to other components of the Agency, is being prepared.

e. European Trip (New Item - Continued)

Action has been completed on all items contained in the Report of Field Trip by Mr. Garrison and [redacted] with the following

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exceptions;

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a. Reference Tab A, Paragraph 3 --- The TVA of the [ ] has not yet been submitted to the Transportation Division. No action can be taken on this item until the TVA is received.

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b. Reference Tab F, Paragraph 4 --- [ ] on scheduled cargo runs to all areas in Europe is being studied and the results of these studies will be reported in subsequent Weekly Activity Reports.

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c. Reference Tab J, Paragraph 3 --- The Senior Representative, [ ] has been queried regarding the discontinuance of [ ] channels for shipments to his station. In a dispatch dated 18 January 1955, the Senior Representative, [ ] stated that the station "did not wish to discontinue the use of [ ] facilities for receipt of non-sensitive material". Based on this information, it appears that shipments are currently being handled in accordance with the desires of the WE Division. Therefore, no changes will be made in current procedures unless otherwise requested.

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4. SPECIAL PROBLEMS

None

5. MAJOR OBJECTIVES

a. Development of contracts with three packing and storage companies in the Washington, D. C., area for the purpose of utilizing their facilities and services in processing and storing baggage, personal effects, household effects, and privately owned automobiles of Agency employees who are transferred from the United States to a field station in an overseas area or are returning from overseas.

PERCENTAGE COMPLETED: 55%

b. Establishment of an agreement with Supply and Procurement Divisions concerning coordination with the Transportation Division of all matters regarding transportation of materiel and supplies with emphasis on those transportation arrangements with commercial vendors for delivery of materiel and supplies to Agency installations

PERCENTAGE COMPLETED: 20%

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c. Re-edit and reproduce the Cargo Branch film as a presentation of the basic activities of the Cargo Branch to be utilized at future sessions of the Logistics Support Course and similar courses, as well as for indoctrination of Logistics personnel of various Agency components.

PERCENTAGE COMPLETED: 70%

d. Review of current laws and regulations relative to the movement of persons and their personal effects, and the development of additional implementing regulations to insure their movement in a manner that is consistent with security, economy and efficiency.

PERCENTAGE COMPLETED: 45%

e. Preparation of necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.

PERCENTAGE COMPLETED: 40%

f. Development of a records management program to record and reflect vehicular maintenance and operation costs.

PERCENTAGE COMPLETED: 25%

g. Preparation of Plans for the complete rehabilitation of office space at the Que Building Motor Pool for use as a dispatcher's office and chauffeur's waiting room, to correct a condition which is wholly inadequate and detrimental to economical and efficient operations.

PERCENTAGE COMPLETED: 35%

h. Study and development of a plan to improve the preventive maintenance program within the full scope of the policy presently established.

PERCENTAGE COMPLETED: 30%



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LO/TD/DRB:ecb (10 February 1955)

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